

**JOB TITLE: Construction Manager**

**DEPARTMENT: Operations**

**REPORTS TO: Chief Operations Officer**

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**Liaison with Internal:** SW Executive Management Team, Finance Team, Operations Leadership Team, Project Management Unit, the Corporate Services Team and the Lands Management Team.

**External:** Contractors, suppliers and consultants

**Responsible for;** OTIF delivery of project outputs and outcomes within cost and quality requirements and optimised performance of the project management department.

### **PURPOSE AND SCOPE OF ROLE**

To optimize performance of the Construction Management Department through effective leadership and management of the people, processes tools and systems to ensure successful achievement of strategic, annual, monthly and project objectives and targets of the Construction Department and the Operations Division.

### **KEY DUTIES/ RESPONSIBILITIES PERFORMED**

#### **Leadership Competencies**

- On-going coaching and mentoring of the construction team based on performance and role requirements to deliver optimum results from the team.
- Demonstrate and set high standards of discipline and professional standards within the construction team
- Effective setting of direction, focus and clarity for the construction team through the timely development of individual performance objectives, monthly and annual work plans, including budget planning.
- Develop and grow a culture of high performance within the construction team through on-going motivation and holding the Operations team accountable for delivery of targeted outputs and outcomes.
- Develop, maintain and continuously improve a culture of teamwork through setting and maintaining clear understanding of individual roles and objectives, how the individual roles and objectives are inter-related and inter-dependent and more importantly the importance of delivering team results.
- Develop, maintain and continuously improve a clear LINE OF SIGHT for all employees within the Construction Department by creating alignment of individual and department roles and objectives, to Operations Divisional roles and objectives and finally to Solomon Water's Vision, Mission Statement and Strategic goals and objectives.
- Build a working environment that will enable all employees to achieve their full potential and contribute to the goals of the department.
- Create an environment where continuous improvement and constructive challenges are encouraged and valued at all levels within the department.

## **Management**

- Provide oversight supervision of the construction team including the recruitment process, staff reporting, leave approval, job descriptions; learning and development and facilitating relevant processes.
- Ensure the leadership and field teams of the Construction Management Department comply to company policies and are held accountable for the enforcement and compliance company policies
- Ensure the Construction Management Department is running at optimum efficiency and effectiveness through facilitating and chairing of the planning and review meeting process
- Ensure the people performance management process is effective through conducting regular reviews and corrective actions are implemented in a timely and proactive manner.
- Ensure that budgets are; planned properly through driving the process for budget planning, expensed and controlled to agreed budget tolerance through monthly budget reviews and annual budget planning process.
- Ensure effective field crew set up, monitoring and tracking, equipping with proper and correct tools and personal protective equipment through proper and complete implementation of the crew scheduling process, tools management process and the uniform and personal protective equipment management process.
- Ensure delivery of targeted weekly and monthly results through the effective planning, delegation, monitoring and control of weekly and monthly work plans.
- Ensure correct and accurate reporting of performance through efficient and effective monitoring and control of the Construction Management Database process and KPI dashboard reporting process.
- Ensure strategy and project outputs and outcomes are delivered within the required quality, time and budget constraints, ensuring that resource are effectively allocated in the process through employing a proper project management process.
- Effectively facilitate and coordinate the planning and reviewing process through the weekly and monthly meeting process for the Construction Management Department.
- Ensure that all staff within the department understand and comply with safety requirements; use of safety equipment and clothing, safety assessments and incident management.
- Ensure the governance process and control environment is functioning effectively to promote the safeguarding of personnel, company assets, other business resources and customers.

## **Technical and Operational**

- Develop the monthly construction performance report for the Monthly Operations Planning and Review Meeting through the KPI Dashboard reporting process.
- Conduct the weekly and monthly work planning and performance reviews for the Construction Management department.
- Conduct timely reviews and assessments of the Construction Management Department's compliance to time keeping policy to ensure efficiency and productivity of field teams and project engineers.
- Conduct reviews and assessment of the department's compliance to the work safety policy to ensure safety of all employees within the Construction Management Department, safe work processes and safety of assets.
- Actively participate in the weekly and monthly operations planning and review meetings.
- Develop and provide board reports and other reports required by external stakeholders to the Chief Operating Officer in a timely manner as planned and requested.
- Develop and implement agreed annual work plans and budgets including "stretch" initiatives

- Participate in policy development, drive the development of SOP and work procedures and deliver critical and standard reporting against performance targets.

### **Relationship And Networking**

- Network and liaise across Solomon Water Divisions on Work Analysis and Reviews, Capacity Building, Special Projects and other mandated Solomon Water activities.
- Liaise with other departments and provide advice on Asset Management Policy, Strategy and Action Plans
- Proactively drive and support teamwork across departments within the Operations Division.
- Leverage strengths, expertise and learning from across the Solomon Water business to drive performance improvement with the Operations Department and Solomon Water as a whole.
- Develop, maintain and grow relationships and networking with key stakeholders in SIG to secure position as preferred partner to discuss and deliberate on matters relating to Urban Water Supply Services and Urban Waste Water Services.

### **SELECTION CRITERIAS**

- Proven Leadership and Management competencies in leading and managing multi-faceted project teams.
- Demonstrated technical competencies in project, contract and contractor management for large and small scale projects.
- Demonstrated competencies in planning, monitoring & evaluation of work plans to achieve target outputs and outcomes.
- A proven understanding of working in a policy environment to deliver against expected outcomes.
- Well-developed networking and stakeholder engagement skills;
- Proven experience in team work both as a leader and a team member and the ability to develop effective teamwork.
- Proven competencies in coaching and mentoring of direct and in-direct reports to facilitate professional growth and improved individual performance against delegated task and role requirements.
- Work well in a high pressure environment with proven skills in withstanding pressures.
- Excellent communications skills in both written and oral with well-developed negotiations skills set.

### **QUALIFICATION**

Degree in Civil Engineering or any engineering field with certification in project management.

### **EXPERIENCE**

- Construction Manager and Project Manager with experience in leading and managing large and small scale projects.
- Well-developed leadership, management and multicultural skills in driving delivery of expected outputs and outcomes.
- Proven ability to build and develop sound project management plans to achieve long and short term objectives.
- Strong communication, negotiation and influencing skills in building effective and optimal

- relationships with external stakeholders.
- Minimum of 5 years of working experience in a similar project manager positions in the private or public service sector

## **SKILLS**

### **Technical Skills /Competencies**

- Project planning and implementation management.
- Contract and Contractor management.
- Construction Management.
- Process design, monitoring, evaluation and analytical skills
- Report writing and analytical reviews of reports
- Risk identification, analysis and mitigation management.
- Work scheduling and planning
- Problem solving and analysis
- KPI Dashboard reviews and improvement planning
- Annual work plan and budget planning and expense control

### **Leadership and Management skills/Competencies**

- Coaching and mentoring
- Executive Leadership
- Executive Management
- Change Management
- People Performance Management.
- Communications, Presentation and Negotiations.
- Conflict resolutions
- Strategy Setting, planning, implementation and reviews.
- Continuous Improvement Culture
- High Performance Culture.

## **KEY RESULT AREAS**

- Delivery of project outputs and outcomes in a timely manner and within cost and quality expectations.
- Leading and Managing People Performance to deliver high performance and professional standards
- Fit for purpose design and effective processes, tools and systems.
- Safety of SW assets and the project team.